**Resume**

**PRADEEP KUMAR**

**Mobile no: 07566959318, 7999979640**

**E-mail:pradeeprathore074@gmail.com**

**Add- Adarsh Nagar Mowa, Raipur (C.G.)**

**Objective**

* I would like to work for a company that will enhance the skills I already have as well as provide the opportunity for personal and professional growth and advancement opportunities

**Professional Profile**

**1-** Over 5 year experience as a post of Account Executive cum Computer Operator.

**2 –**Experienced as a post of coordinator

**3-**Experience in CRM Management

**Organizational Profile**

**Working- Jun.16 to Onwards**

**Secured Security Solutions Pvt. Ltd.**

**Designation- Account Executive cum computer operator**

**Job Profile-**

1. Responsible for making Security Services monthly Invoices.
2. Timely Data Entry of the Attendance records.
3. Calculation of the Working hours & Salary preparation.
4. Comparison of the report received from the branches.
5. MIS report generation & submission.
6. Maintain Petty Cash Book.
7. Debtors & creditors reconciliation.
8. Handling Banking & Accounts related matters.

**Luminous Water Technologies Pvt. Ltd.**

**Designation- Sr. Coordinator**

**From – Sep.2012 to May-16**

**Job Profile-**

1. Responsibility of CRM Management.
2. Team Management.
3. Responsible for all service process**.**
4. Responsible for Stock management**.**

**Skills & Knowledge**

* 1. **Tally ERP 9(Basic To Fundamental)**
  2. **MS Office( MS Excel, Power Point, Word),Internet.**
  3. **CRM Management.**

**Personal Profile**

**Name -** Pradeep Kumar

**Father’s Name -** Lalta Prasad

**Mother’s Name -** Moorti devi

**Date of Birth -** 20-Feb-1993

**Marital Status -** Single

**Nationality -** Indian

**Language Known** - English, Hindi

**Permanent Address -**  114 B Village and Post Chhani Konch Jalaun U.P.

**Present Address -** Street No.4 Adarsh Nagar Mowa Raipur (C.G.)

**Mobil No. -** +91 7566959318

**E-mail Id.** - pradeeprathore074@gmail.com

**Academic Qualification**

* + - I have passed 10th from UP Board in 2008.
    - I have passed 12th from UP Board in 2010
    - I have passed DCA (Diploma of Computer Application) from MCRPV University Bhopal in 2012
    - I have passed B.Sc. from Jiwaji University Gwalior in 2014.

**Salary Expectation;-**

**Deceleration**

I hereby declare that the information provided above is true to best of my knowledge.

Date:

Place: PRADEEP KUMAR